

CORRECTIONAL COUNSELOR I

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: July 2001

Collective Bargaining Identification: Bargaining Unit 6

Job Analysis Conducted By: Sue Facciola, Project Director
Classification Services Unit

Number of Incumbents: There are 1,257 incumbents in this classification pursuant to Department of Corrections and Rehabilitation (CDCR) Filled/Vacant Position Report dated December 31, 2005.

Note: At the time this job analysis was conducted the CDCR Filled/Vacant Position Report was not available.

Names of the Subject Matter Expert(s) and their background:

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TIM VIRGA, Correctional Counselor I, CCPOA (Folsom State Prison)

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INFORMATION GATHERING

The initial list of tasks and knowledge, skills & abilities statements were identified after conducting a literature review which consisted of:

- State Personnel Board Job Analysis to Support Selection Procedure Development for the Class of Correctional Counselor I (CCI), 1981
- CDCR Correctional Sergeant Job Analysis, 1999
- CDCR CCI Job Analysis Draft Report, 1996
- State Personnel Board Class Specifications
- Existing CCI Selection Procedures
- Existing CCI Training Requirements and Curriculum
- Commission on Correctional Peace Officer Standard and Training report to the Legislature, 1999
- Supplementary Schedule of Salaries and Wages, 1999-2000